TELEPEN

Capture the future…

Can't find that file?

You need TeleTracker Lite!

TeleTracker Lite

File and Document Tracking Software

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Key Features:

- Simple but effective tracking of files and documents.
- Barcode or RFID options
- Location and optional Sub-Location fields available
- Transaction Audit Trail for each file/document
- Bluetooth Scanner Option
- Password Security

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Does your organisation have problems finding files? If so, Teletracker Lite could be the answer.

The Teletracker Lite solution will prevent hours of unproductive time being spent looking for files that have gone missing. Initially designed for use with barcodes, the solution is equally at home with RFID tags.

The software resides on the customer's server, and each user has access to the system through their local PC. Attached to the local PC will be a barcode reader such as the Metrologic Voyager scanner pictured. Given that the Voyager has the advantage of a hands-free stand, a simple 'wave' of the file under the scanner results in the location being updated - no keystrokes are required.

For the busy Records Office, a Bluetooth wireless scanner option is available. The wireless option enables files to be scanned remotely from the PC.

File Location

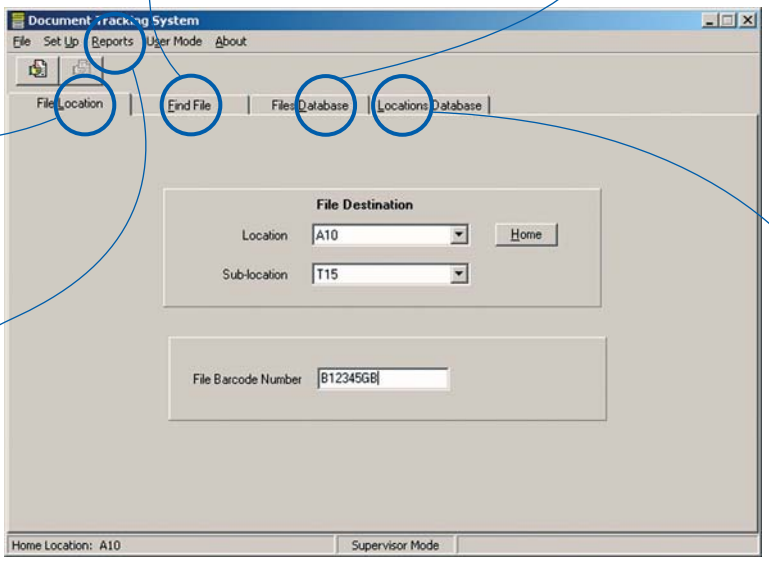
Each PC has its own default Home Location, and each time a file is scanned by the reader, its location is automatically changed on the database to the current location displayed on the Home Page.

Find File

To prevent constant enquiries to the Records Office, all users have the ability to search the database by file number or file description, and for its current location to be displayed. Simple filtering is also available so that for instance, all similar file descriptions can be displayed.

Files Database

The System Administrator (normally the Records Officer), has access to create new files, to log their initial location and print a barcode for the file. This function also allows the editing and deletion of existing files.



Reports

The reports available are simple, but effective. A full Transaction History Report lists all movements of a file giving a complete audit trail, and a Location Report lists all files currently logged in either a single or all locations.

Locations Database

The System Administrator can also set up new Locations and optional Sub-Locations. System Administrator privileges are password protected.

For more information on TeleTracker Lite, please contact our sales team.

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